

# IMPORTANT INFORMATION

## PLEASE PAY CLOSE ATTENTION TO UNDERLINED AND/OR BOLD PRINT AREAS THROUGHOUT THE PACKET

Please use the following guidelines to expedite the registration process:

- Payment in the form of a **MONEY ORDER ONLY** (All other forms of payment will be returned to you with your registration paperwork.)
- Make Payable to: **CLARA MARTIN CENTER**

Your physical does not have to be completed to register, **but you must have a physical within 90 days prior to attending the Weekend CRASH Program.**

The physical paperwork (included in this packet) must be in our possession **2 WEEKS** before your scheduled weekend or you may be cancelled out of the class. **NO REFUNDS WILL BE ISSUED FOR THOSE PARTICIPANTS NOT HAVING A PHYSICAL.**

Registration is on a first come, first serve basis. Meaning we receive your money order, the following 3 forms completely filled out and we will then register you for the next available CRASH Weekend. We will in turn mail you a confirmation letter with your scheduled weekend and directions to the Hotel Coolidge.

**These forms must accompany the money order: FORMS MUST BE FILLED OUT WITH FULL NAME AS IT APPEARS ON YOUR LICENSE:**

1. State of Vermont Registration Form
2. CMC Intake Questionnaire
3. State of Vermont Release of Information Form

**Please take notice of our Cancellation Policy:** There is a 48 hour cancellation policy. If you fail to cancel in advance for the weekend no monies will be refunded. If you cancel prior to the 48 hours and we are unable to fill your vacant slot no monies will be refunded but will be applied toward a future weekend. If you cancel and we fill your slot you can receive a full refund, or the monies can be applied toward another weekend. **If your spot cannot be filled then there will be an additional charge of 150.00 for the next weekend that you will attend.** If you arrive late for the program and are not allowed to stay, no monies will be refunded.